



# City of Deltona

2345 Providence Blvd.  
Deltona, FL 32725

## Minutes

### City Commission Workshop

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**Monday, February 27, 2017**

**5:30 PM**

**Deltona Commission Chambers**

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#### **1. CALL TO ORDER:**

The Meeting was called to order at 5:30 p.m. by Mayor Masiarczyk.

#### **2. ROLL CALL – CITY CLERK:**

**Present:** 5 - Commissioner Alcantara  
Commissioner Bradford  
Commissioner Herzberg  
Vice Mayor Nabicht  
Mayor Masiarczyk

**Excused:** 2 - Commissioner Honaker  
Commissioner Soukup

#### **3. PLEDGE TO THE FLAG:**

The City Commission and staff said the pledge to the flag.

**PUBLIC COMMENTS: – Citizen comments limited to items not on the agenda and comments on items listed on the agenda will take place after discussion of each item.**

Mayor Masiarczyk opened the meeting for public comments.

Brandy White, 2926 Chalmer Street, Deltona, spoke about not being able to schedule a meeting with City Manager Shang and she continued that the City Manager now has to okay her meetings with employees.

Mayor Masiarczyk closed the meeting for public comments.

#### **4. BUSINESS:**

##### **A. Purchasing 101**

##### **Strategic Goal: Fiscal/maintain a balanced budget.**

Purchasing Manager Kate Nason gave a brief presentation about public procurement, the purchasing division's code of ethics, purchasing thresholds and approvals, when the purchasing policy was last changed, commission approval of award, purchasing methods, Request for Quotes (RFQ), formal competitive invitation to bid and Request

for Proposals (RFP).

Public Works/Deltona Water Director Matt Doan explained the procurement process on debris monitoring and debris removal and he provided examples of current and previous projects.

Mrs. Nason continued her presentation on public procurement with Request for Qualifications for professional services.

Mayor Masiarczyk asked Mrs. Nason what a continuing service contract is and Mrs. Nason gave a brief explanation to include what it is used for.

Mrs. Nason continued with her presentation.

Mr. Doan spoke about debris and provided continuing on-call services and projects examples.

Mrs. Nason continued her presentation on public procurement with piggybacking, cooperative purchasing, cooperative purchasing groups, emergency purchases and standardization.

Mr. Doan explained how the Public Works Department uses standardization and provided examples of services.

Mrs. Nason continued her presentation on public procurement with sole source and contract/pricing agreements and provided her conclusion.

The Commission and staff spoke about pricing agreements, improving the procurement policies, Consultants Competitive Negotiation Act (CCNA), change orders being \$50,000 other than \$25,000 of non budgeted projects, increasing the change order amounts, directing the City Manager to streamline dollar amounts for purchasing and bring it back to the City Commission for review, comparing the numbers with other municipalities, RFP and RFQ's getting the best pricing for when a contract is done for a limited amount of time, extending the length of contracts, the City Manager being able to approve items that are under budget, debris monitoring and debris removal timing, the time it takes for the procurement process, providing a list of things that came to the Commission that were over \$25,000 but were less than \$50,000 to the City Commission and non-budgeted items.

Mr. Doan provided the paved shoulder project as an example for a project that was not budgeted.

City Manager Shang stated that in fiscal year 2015/2016 there were nine occasions where she approved items in an excess amount that were not in the approved budget and she provided examples of the occasions. She also stated that overall she was \$560,000 under budget.

The Commission and staff spoke about the Commission knowing about projects, budget transfers and not bringing every project to the Commission for approval.

Mayor Masiarczyk opened and closed the meeting for public comments as there were none.

**B. City of Deltona Incentive Program - Jerry Mayes, Economic Development Manager, 386-878-8619**

**Strategic Goal: Economic Development**

Economic Development Manager Jerry Mayes spoke about incentives, Deltona's competitiveness, searching websites for properties, what the competition is doing, the things a developer looks for and considers, a published incentive plan, incentivized projects, new development, speculative development, local business expansion, the Commission deciding who gets incentives and where they are advertised, other cities' incentives, performance based incentives and ad valorem taxes.

The Commission and staff discussed incentives, current Deltona incentives, state programs, Qualified Targeted Industry tax refund (QTI) being for high paying jobs, developing a strategic plan, publishing incentives to the website, creating an economic development strategic plan, concentrating on land assembly initiatives, creating programs to assemble commercial properties, providing infrastructure, changing Deltona's reputation, being open for business, performance based incentives, return on investment and providing a cost benefit analysis for the new Walmart to new Commissioners.

City Manager Shang clarified that she needed the Commission to give guidance on the presented list and the direction to of what to put the emphasis on.

The Commission and staff spoke about who approves incentives, current city incentives, putting it on the agenda to move forward, call center incentives, state incentives, beautification grants, green building incentives, waiving ad valorem taxes, the City's website, creating an economic development strategic plan and the kinds of economic development the residents want.

City Manager Shang stated there is funding in fiscal year 16/17 to develop a strategic economic plan due to lower medical costs, about holding a Saturday workshop where the public is involved with Marilyn Crotty, hiring a website developer, the City's reputation and the Deltona's new tag line being "Make it Happen".

The Commission and staff spoke about finding a target industry, sustainability, expedited program processing, expedited permitting, the incentives listed on the website, continued involvement with businesses, scheduling a workshop with developers, getting the public's input on a Saturday, incentives being at the Commission's discretion, the demographics developers look at, an incentive financial outlook picture, denying incentives, getting public's input, placing a timeframe on the

incentives and infrastructure.

**After Discussion, the Commission concurred to direct staff to set up a public forum with a facilitator and provide the Commission with a date for the meeting within 30 days.**

#### **5. CITY MANAGER COMMENTS:**

City Manager Shang asked for direction on the City Attorney contract.

**After discussion, the Commission concurred to provide the City Manager with their input within 48 hours.**

The Commission and staff discussed the Central Florida Letter Carriers food drive, upcoming proclamations and sponsoring the State of the County address.

**After discussion, the Commission concurred to sponsor the State of the County address for \$250.**

#### **6. ADJOURNMENT:**

There being no further business the meeting adjourned at 7:31 p.m.

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Karissa Green, ADMINISTRATIVE ASSISTANT